



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
REAL ESTATE COMMISSION
REAL ESTATE EDUCATION COMMITTEE

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

REAL ESTATE INSTRUCTOR APPLICATION

INSTRUCTIONS

Submit applications for certification as a Real Estate Instructor at least 60 days before your employment start date. If you are re-applying for certification, submit the application at least 60 days before your prior certification expires. Failure to file within the appropriate time limit may be cause for rejection.

- ☐ Submit completed, signed [Real Estate Instructor Application](#).
 - Applications that are incomplete or unsigned will be rejected.
- ☐ Enclose the non-refundable [processing fee](#) by check or money order made payable to the "State of Delaware."
 - Applications not accompanied by the required fee will be rejected.
- ☐ Enclose a resume or other related documents that show how you meet the minimum qualifications.
- ☐ If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).

The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

TYPE OF APPLICATION

1. Check the situation that applies to you:

- ☐ I am applying for my first Delaware Instructor certification.
- ☐ I am reapplying for Delaware Instructor certification. The expiration date of my certification is: _____

IDENTIFYING AND CONTACT INFORMATION

2. Full Name: _____
Last First Middle
3. Other Names Used: ☐ None _____
(Include maiden, prior married, alternate spellings)
4. Date of Birth (month/day/year): _____ Gender: Male ☐ Female ☐
5. Have you been issued a U.S. Social Security Number? Yes ☐ No ☐ If yes, enter your SSN: _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).
6. Mailing Address: _____

City State Zip
7. Phone: _____ Email: _____ ☐ None
Home Work

EDUCATION

8. Enter the following about your high school education:

High School: _____ Graduation Year: _____

Address: _____

9. Do you have any education after high school? Yes ☐ No ☐ If yes, enter the following about your postgraduate education:

College or University: _____

Address: _____

Year of Graduation: _____ Degree Earned: _____

10. Are you currently licensed as an attorney? Yes ☐ No ☐ If yes, when was your license first issued? _____

EMPLOYMENT

11. Employer Name: _____

12. Address: _____

_____ City _____ State _____ Zip _____

13. Work Phone: _____

MEMBERSHIP IN REAL ESTATE BOARDS, STATE OR NATIONAL ASSOCIATIONS

14. Do you currently hold an active license as a:

- Broker? Yes ☐ No ☐ If yes, enter state where licensed and license number: _____
- Salesperson? Yes ☐ No ☐ If yes, enter state where licensed and license number: _____

15. Are you a member of a local Board/Association? Yes ☐ No ☐

16. Are you a member of any other professional Boards or Associations? Yes ☐ No ☐ If yes, list them below:

EXPERIENCE

17. Do you hold a valid teaching credential or certificate issued by the State of Delaware or another jurisdiction with qualifications which equal or exceed the qualification standards of the State of Delaware? (For information on Delaware's qualification standards, see Section 9.0 of the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#).) Yes ☐ No ☐ If yes, skip to Question 19. If no, continue with Question 18.

18. Do you have five years teaching experience? Yes ☐ No ☐ If yes, enter the following about your teaching experience. If you need more room, enclose a separate sheet.

School: _____

Address: _____

Dates of Experience From: _____ To: _____
month/year month/year

19. Do you have any experience related to real estate, such as teaching of real estate, awards received, articles published or offices held on a national, state or local level? Yes ☐ No ☐ If yes, list them below:

20. Do you have any experience that is **not** related to real estate, such as teaching, professional awards, articles published or any business, trade or professional offices held on a national, state or local level? Yes ☐ No ☐ If yes, list them below:

REFERENCES

21. List two people with whom you are acquainted who know your teaching skills:

NAME	ADDRESS	PHONE

DISCLOSURES

22. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense, including any offense in which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation.**
23. Are criminal charges against you pending in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation.**
24. Have you ever had a professional license or instructor certification/approval suspended, revoked, or subject to other disciplinary action (including reprimand or fine) in any jurisdiction? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.**
25. Have you had any civil judgment entered against you based on fraud, misrepresentation, or deceit? Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation. Include copies of all appropriate records.**

TOPICS APPLIED FOR AND QUALIFICATIONS

26. Check *each* topic area(s) for which you are applying to receive certification.

Continuing Education Core Course Modules for Newly Licensed Salespersons:

- ☐ New Licensee Module 1 (Professional Standards)
- ☐ New Licensee Module 2 (Agreement of Sale/Buyer Representation)
- ☐ New Licensee Module 3 (Real Estate Documents/Seller Representation)
- ☐ New Licensee Module 4 (Real Estate Professionalism)

Continuing Education:

- ☐ Module 1 (Agency & Fair Housing)
- ☐ Module 2 (Professional Standards)
- ☐ Module 3 (Real Estate Documents)
- ☐ Module 4 (Office Management)
- ☐ Module 5 (Legislative Issues)
- ☐ Module 6 (Practices of Real Estate)
- ☐ Module 7 (Electives) List all topics you are requesting approval to teach under Module 7:

Pre-Licensing Course:

- ☐ Orientation
☐ Real Estate Sales

- ☐ Real Estate Law
☐ Real Estate Mathematics

Broker's Course:

- ☐ Brokerage (Sales Management)
☐ Real Estate Documents
☐ Valuing Real Property
☐ Financing

- ☐ Ethics
☐ Legal and Governmental Aspects of Real Estate
☐ Real Estate Investment
☐ Mathematics

27. Do you have *five years full time experience* in the trade, business, or profession that relates to the topic(s) of instruction checked above? Yes ☐ No ☐

28. You must have education, training and/or experience demonstrating competence in the topic area(s) for which you are applying. Explain how you meet the instructor qualifications outlined Section 9.0 of the [Guidelines for Fulfilling the Delaware Real Estate Education Requirements](#). You may use additional sheets of paper if needed. **(Note that “see attached” is not acceptable.)**

Submit a resume and other related documents that show how you meet the minimum qualifications.

DECLARATION

I hereby apply for approval as an instructor, and I attest to having qualities of honesty, integrity and trustworthiness. I have read and agree to comply with the Delaware Real Estate license law and regulations and the education guidelines as established by the Delaware Real Estate Commission. I understand that this certification, if granted, **will expire on the date specified** and will only be granted for the topic areas for which I may be approved.

It is the stated policy of the Delaware Real Estate Commission that at no time during periods of instruction shall any person involved in any approved real estate educational activity, use, or attempt to use, the position of instructor, sponsor or provider to solicit employees or sales representatives.

Signature: _____ **Date:** _____

APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY THE REQUIRED FEE WILL BE REJECTED.